

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/ODC-2

Open to: Eligible Polish Students
Position: Student Intern in the Office of Defense Cooperation
Opening Date: March 10, 2011
Closing Date: March 31, 2011
Work Hours: 4 hours per day/3-5 days per week
Duration: 8 weeks

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Office of Defense Cooperation.

Major Duties or Projects:

- Responsible for maintain student records, developing international student course listing;
- Basic interpretation (usually from Polish to English)
- Typing, filing, and organizational skills;

Qualifications Required

- 2nd or 3rd year student, interest in government, international relationships, and US related fields
- English (Level 3) , Polish (Level 4)
- Excellent typing and data entry skills
- Knowledge of MS Office Software applications;
- Ability to work as a team member;
- Ability to use office equipment
- Ability to multitask and to take direction from several supervisors.

Information and application materials are available at
<http://warsaw.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational

institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

**U.S. Embassy
Human Resources Office
ul. Piękna 14a
00-540 Warszawa
Attn. Polish Student Internship Program**

NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.

Closing date for this position: March 31, 2011

Equal Opportunity Employer